

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
September 9, 2003

BOARD MEMBERS PRESENT:

- Kevin Kelley, President; Neil Manausa, V.P.; Walt Koehler, Secretary; Robert Whetsel; Jency Richards
- Staff Members: Liz Deapen, Community Manager, PMP; Ed Thomas, CEO, PMP

OPEN RESIDENT FORUM:

- Dawn Manausa inquired for Linda Hamilin, of French Open Ct. whose car was vandalized, on how to inform the community to be aware of this type of crime. Kevin Kelley said he would talk to the Neighborhood Watch committee, which is in the process of setting up block captains. Walt Koehler reminded everyone to check the community website, which contains all of this kind of current information and more.
- Doug Berry inquired about the process to amend the By-Laws and how to make changes to parking rules. Kevin Kelley replied that changes require a 2/3 vote by the community. Walt Koehler said the change Mr. Berry's referring to would be a change to the Covenants, not the By-laws. Mr. Berry asked about the yellow-curb painting and how he and other patio home residents are not happy with it. Kevin Kelley replied that the curb painting is required by the Fire Marshal and Loudoun County Code. Mr. Berry was requested to continue his research into the issue and email Kevin Kelley with his findings. The Board will discuss it at that point and, if necessary, consult the Association lawyer on the resident's behalf.
- Kevin Kelley confirmed for Mr. Ramsey of Vineyard Terrace that the Board will assist with the yellow-curb issue at the patio homes once the residents complete their research.
- Bill Quick inquired about the construction dust and speeding trucks behind his house and also about the lack of grass growing in the common area. Kevin Kelley replied that bids are out currently for re-seeding and landscaping the common area and will take place in the fall. A representative from Toll Brothers, Gary Van Alstyn, was present and apologized for the large amount of dust and dirt created from the construction project. He said the activity should be diminishing soon and curbs are in place on part of the new Claiborne Parkway segment. Mr. Van Alstyn explained that all the activity is due to building this segment from Russell Branch Parkway, at the Belmont entrance, to Ashburn Farm on the other side of the WO&D Trail. Simultaneously, Gloucester Parkway is being extended from the Ridges to Route 659. It should all be paved by Christmas. The new intersection at Gloucester Parkway and Claiborne Parkway should be open by the end of the year. Mr. Van Alstyn said he would look into the speed at which the construction traffic was moving and asked the homeowner to provide his name and phone number so he could see what he can do about the dirt on his house. Mr. Van Alstyn also asked Ms. Deapen, our community manager, to forward any other people's info who inquire about the dust problem. Gary Fanelli asked about the possibility of a burm being built due to the close proximity of the road to the townhouses. Mr. Van Alstyn replied that there is a ditch behind the curb, but no burm was planned at this time along the Ridges properties. Mr. Van Alstyn said he would look into what can be done

as far as burms to provide a barrier for vehicles as well as sound. Kevin Kelley inquired about connecting Claiborne to Route 7 and Mr. Van Alstyn replied it's currently under review by the County. Walt Koehler asked about the two duplicate roads, Gloucester and Claiborne, which parallel each other through the Toll Brothers community. Mr. Van Alytyn replied that the plan to merge those roads into one segment was abandoned and that there will be a section where the two roads will run side by side.

CALL TO ORDER:

- Kevin Kelley called the meeting to order at 7:35p.m.

BOARD MEMBERS ABSENT:

Chris Hundertmark (U); Dale Bellovich (E, with proxy)

APPROVAL OF MINUTES:

- (The August 2003 BOT minutes were not approved through an oversight and will be addressed at the October meeting.)

COMMITTEE REPORTS

- **Architectural Review Board (ARB):** Kevin Kelley would like the Board to take time to read through the proposed Architectural Guidelines and vote at the next Board meeting. The Guidelines haven't been reviewed for about 9 years. The ARB took one month to review the proposed Guidelines and had only 1 or 2 changes. Walt Koehler inquired about holding any current or new applications that would not be approved under the existing Guidelines, but would be approved under the new Guidelines. Kevin Kelley replied that the ARB would handle those situations on a case by case basis.
- **Community Events Committee (CEC):** Cheryl Whetsel said the summer was very successful with two teen pool nights. Cheryl is looking for volunteers for proofing and printing the Community Directory. The Fall Festival and Halloween Parade are next. Kevin Kelley asked Cheryl to give her proposed CEC budget to Chris Hundertmark.
- **Pool Committee (PC):** Liz Deapen reported that Splash will be attending the next Pool meeting to discuss the contract and changes such as age limits for managers at the pool. She still has not received specifications for pool repairs from Splash but will continue to work on this and has received an unsolicited bid from another pool company. Jency Richards inquired about each company providing bids based on their individual assessment of the pool versus bids on a pre-set specifications provided by Splash. This would ensure that the repairs recommended were relatively consistent and necessary. Kevin Kelley asked Ms. Deapen to get one or two companies to inspect the pool and give recommendations along with when the repairs would need to be done.
- **Neighborhood Watch Committee (NWC):** Kevin Kelley reported that the committee needs more volunteers and that 65% of the community now has block captains. In response to Linda Hamilin, who joined the meeting late, Kevin Kelley said that the community was made aware of the incident with her son's car by putting the information on the Neighborhood Watch part of the website and sending email out through the community distribution list.
- **Open Space Committee (OSC):** Kevin Kelley reported that Jim Alba has been collecting the votes on the tennis court locks issue, but more time is needed to come to a resolution.

FINANCIAL REPORT:

- Ed Thomas reported that he and Chris Hundertmark had talked over the phone regarding the draft budget and that Chris would be ready to submit it at the next Board meeting.

- Ed Thomas reported that there is \$6500 in past due assessments versus \$5900 at the beginning of the year. Efforts are continuing to decrease this amount.

NEW BUSINESS:

- Neil Manausa requested PMP to supply him with all pertinent community forms and other documents so he could convert them to PDF format for online documentation on the community website.
- Jency Richards has been researching community signs to announce community events. As an example, a 4'x6' sign with a brushed silver finish would cost \$1079 plus \$75 for packing and \$125 for shipping, would come with 300 letters, and can be locked but doesn't come with posts. However, due to various specifications, locations, and requirements, Jency will turn this project back over to Jim Alba and the OSC.

OLD BUSINESS:

- Cynthia (Dee) Smith returned this month with another sketch for the mural for the clubhouse, which would be painted on canvas over wood and could be completed in October. The Board will keep the sketch and have Liz Deapen or Dawn Manausa contact her.
- In regards to the resident keeping live ducks on her property, Liz Deapen invited the resident to the Board meeting to discuss the issue and also issued a 15-day notice expiring on the 29th of September. Ms. Deapen said the governing documents provide a method for proceeding with the situation. Kevin Kelley advised that Animal Control be contacted to handle the situation and that this may need to be addressed again next month.
- With regards to the 4-way stop at Deerview Parkway and Gloucester Parkway, Kevin Kelley reported that, in a meeting with John Stokely of Cavalier Land Development (the community developer), Mr. Stokely believed that the intersection will eventually be made into a 4-way stop when Gloucester opens because, among other reasons, there is a school bus-stop sign there. Currently, however, VDOT shows no plans for this change.
- Liz Deapen said she has been in contact with Southern Electric to get street lights fixed and that they are due to be fixed on September 10th.
- Kevin Kelley advised Liz Deapen that the painting inside the pool bath house will hopefully be done by volunteers.
- On the Cavalier Land easement issue, Kevin Kelley reported that the lawyer has the drawings and is working to get a county representative to meet with the Board. Neil Manausa reminded Kevin Kelley that a motion was made at the last meeting for Mr. Ceresa, the association lawyer, to recommend a lawyer who specializes in zoning issues. Ed Thomas said he can recommend an appropriate attorney. Kevin Kelley asked that Ed talk to Ray Ceresa to be sure Ray isn't already pursuing this issue.
- On the Deerview cul-de-sac issue, Ed Thomas recommended that the Board ask the zoning specialist to investigate this issue in addition to the easement issue. Neil Manausa MOVED that the Board ask the zoning specialist attorney to briefly research what it would take to change the status of Deerview Road. Kevin Kelley SECONDED the motion. The MOTION (BOT-0903C) was APPROVED (6-0-0).

ACTION ITEMS:

- Neil Manausa MOVED that the Board accept the proposed resolution concerning individual HOA member turf maintenance responsibilities and Board corrective actions for the Courts and Ridges of Ashburn. Kevin Kelley SECONDED the motion. Neil Manausa asked that

allowance be given for special exceptions on a case by case basis. The MOTION (BOT-0903A) was APPROVED (6-0-0). Walt Koehler asked Liz Deapen to drop off a copy of the resolution to him for stamping and incorporation into the book of resolutions.

- Rob Whetsel MOVED that the Board adopt the Rules Enforcement Procedure Resolution. Kevin Kelley SECONDED the motion. The MOTION (BOT-0903B) was APPROVED (6-0-0). Walt Koehler asked whether resolutions need to be distributed to homeowners and Ed Thomas replied that they do not. Discussion was held however, as to whether going ahead with a distribution should happen regardless. It was decided that posting them on the community website would suffice for now. Walt Koehler will give Ms. Deapen a signed official copy for the book of resolutions.
- Regarding the commercial van issue, it is on hold until the new Guidelines are approved.

EXECUTIVE SESSION:

At 8:45pm, Kevin Kelley made a MOTION to enter into Executive Session. The MOTION was SECONDED by Walt Koehler. The Board came out of Executive session at 9:10pm.

ADJOURN:

The meeting was adjourned at 9:19p.m. in a MOTION made by Neil Manausa and SECONDED by Kevin Kelley.

Respectfully submitted,

Walter M. Koehler, Secretary
Board of Trustees
Courts & Ridges of Ashburn Association

Date